

# Crude Oil & Natural Gas

## ELECTRONIC REPORTING USER REFERENCE GUIDE




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This user guide is intended to help familiarize and provide you with specific instructions for the Natural Gas and Crude Oil version 4.0 of the Electronic Data Interchange (EDI) free software that is provided by the Comptroller's office. Advanced topics regarding the software may be accessed by selecting on the help button in the EDI software .

## I. What you need before you begin:

- 11-digit taxpayer number: Each taxpayer has an 11-digit taxpayer number assigned by the Texas Comptroller.
- WebFile Number: Each taxpayer and tax type is assigned a WebFile Number. The WebFile Number starts with RT and is followed by six digits (RT000000). This number is found on the top, left corner of pre-printed returns sent to the mailing address on file for the taxpayer. Can't find this number? Watch our [How to Locate Your WebFile Number](#) video or call the Comptroller's Electronic Reporting Section at 1-800-442-3453.
- Natural Gas and Crude Oil Only: To file returns on behalf of a Natural Gas or Crude Oil taxpayer, you may be required to submit a [Power of Attorney Form](#). For more information, please call 1-800-252-1384.

## II. About this User Guide

- Buttons are formatted in **bold** and **green**.
- *Screen names, Field Names or Chapter Names* are in *italics*.
- Important **Warnings** and **Cautions** are formatted in **red**.

### III. How to Downloading the Software

This chapter provides instructions for downloading and installing the *Natural Gas* and *Crude Oil ETF Data Entry System* for submitting EDI returns. **Caution!** If reinstalling the software save the original database named *petro40.db* to the desktop before continuing.

1. Enter the following URL: [Crude Oil Natural Gas Website](#) into your browser.
2. Select the **free software** link which is highlighted in blue.
3. Save the file to your desktop. **Note:** If reinstalling the software, save the original database named *petro40.db* to the desktop before continuing.
4. Go to your desktop and double click on the *petrofullv4.exe* icon
5. Select the **Next** button on the *Natural Gas* and *Crude Oil Fuel ETF Data Entry System Setup* screen.
6. Select **Next** on *Destination Directory* screen.
7. Select the **Finish** button.
8. Delete the *petrofull.exe* icon from your desktop.
9. Double click on the *Natural Gas* and *Crude Oil ETF* icon on your desktop.
10. If you have been using a previous version of the *Natural Gas* and *Crude Oil* tax data entry system you will be prompted to import the data from your prior version of the software.
11. Select **Yes** when asked if you want to copy information from your old database.
12. Select the **OK** button on the pop up when the data has been piped.
13. Select the **Close** button at the bottom left corner of the *Convert Database Window*.



## IV. How to Change the System Tax Type

This chapter provides instructions on changing the software to *Crude Oil* or *Natural Gas*.

1. Select **File** from the menu bar
2. Select **Change Tax**.
3. Select **Crude Oil** or **Natural Gas**
4. Select **OK**



## V. How to Add Taxpayer Account Information

This chapter provides instructions on adding the basic information regarding your *Natural Gas* and *Crude Oil* taxpayer account including taxpayer information, banking information, and license types. If you reporting a large number of leases and want a preload file, send an e-mail to: [etf.cpa@cpa.texas.gov](mailto:etf.cpa@cpa.texas.gov) with the taxpayer number, tax type, and period. We will create a preload to import into your system. To manually enter your information:

1. Select the **Taxpayer** icon .
2. Select the **New** icon . **Note:** You will be prompted to enter your first Taxpayer Profile
3. Enter *Taxpayer Number, Name, Address, City, State and Zip Code*
4. Enter *Contact Information* including *First and Last Name, Phone Number and Email Address*.
5. Do not enter the *Transmitter Number*.
6. Enter *Route/Transit Number, Account Type (Checking or Savings), and Bank Account Number*. **Note:** EFT payment information is optional. You must enter the banking information on this screen to include a payment with your return.
7. When you have entered all the data in the appropriate fields, select the **Save** icon located on the menu bar
8. Select the **OK** button. **Note:** You may add as many taxpayers as needed by repeating the steps above.






## VI. How to Add an Other Party

This chapter provides instructions on *Other Party* setup for *Crude Oil* or *Natural Gas*.

1. Select the **Other Party** icon . **Note:** New users will be prompted to add their first Other Party.
2. Select the **New** icon .
3. Enter the **Taxpayer Number** of the Other Party
4. Enter the **Name** of the Other Party
5. Select **Save** and close the window






## VII. How to Add a New Natural Gas Lease

This chapter provides instructions on lease and lease setup for Natural Gas.

1. Select the **Lease** icon  or **Lease Setup** icon .
2. Select the **New** icon  **Note:** You will be prompted to enter your first lease setup.
3. Select the **arrow** to the right of the *Lease Type* field to display values and choose **Oil Lease** or **Gas Lease**.
4. Enter the *County Name* in the *County of Production* field or select the drop down **arrow** to display a list of 254 counties in Texas and make your selection.
5. Enter the six digit *RRC Lease Number* field.
  - If you are setting up a Gas lease, enter the six-digit number which was assigned by the Railroad Commission.
  - If you are setting up an Oil lease, enter a zero and then the five-digit number assigned by the Railroad Commission.
  - If no lease number has been assigned, you may enter the six digit drilling permit number assigned by the Railroad Commission. **Note:** The drilling permit number is a temporary fix until the lease number is assigned by the Railroad Commission.
6. Select **Yes** or **No** to the *Drilling Permit Number* question.
7. Enter the *Lease Name*.
8. The *Setup Status* is automatically set to Active.
9. Select the **arrow** to the right of the *Exemption Type* field to display a list of exemption types. Select the **Exemption** for the lease you are entering. If no exemption on the lease, select **0 No Exemption**.
10. Select the **arrow** to the right of the *Commodity Field* to display the list of commodities. Select the appropriate **commodity code**.
11. Select **Yes** or **No** to Liable for Tax.
12. Select **Yes** or **No** to Off Lease Sales.
13. Select **Yes** or **No** to Tax Reimbursement.
14. Enter the *API number* in the *API Nbr. Field* if applicable.
15. Select the **Taxpayer Lookup** button to see the taxpayer list.
16. Select the **Taxpayer Nbr** from the *Taxpayer Lookup* index and Select OK.
17. Select the **Other Party Lookup** button to see the Other Party list.
18. Select the **Other Party Nbr** from Other Party Lookup index and Select OK.
19. Select the **down arrow** to the right of AVG NG Price and choose the appropriate average price, if applicable. **Note:** For exemption type 11 only.
20. Enter the *Reduced Tax Rate* in the lease type 5 *Tax Rate field*. **Note:** For exemption type 5 only.
21. Select the **Save** icon . **Note:** To add a new lease, select the **New** icon . Select the **Lease List** button. The Lease List window will appear. Select the **New** button to setup a new lease.




## VIII. How to Add a New Crude Oil Lease

The chapter provides instructions on adding a new Crude Oil lease.

1. Select the **Lease** icon  or **Lease Setup** icon .
2. Select the **New** icon . **Note:** You will be prompted to enter your first lease.
3. Enter the *County Name* in the *County of Production* field or select the drop down **arrow** to display a list of 254 counties in Texas and make your selection.
4. Enter the six digit **RRC Lease Number**.
5. If you are setting up an oil lease, enter a zero and then the five-digit number assigned by the Railroad Commission.
  - If no lease number has been assigned, you may enter the six digit drilling permit number assigned by the Railroad Commission. **Note:** The drilling permit number is a temporary fix until the lease number is assigned by the Railroad Commission.
6. Select **Yes** or **No** to the *Drilling Permit Number* question.
7. Enter the *Lease Name*.
8. The *Setup Status* is automatically set to Active.
9. Select the **arrow** to the right of the *Exemption Type* field to display a list of exemption types. Select the **Exemption** for the lease you are entering. If no exemption on the lease, select **0 No Exemption**.
10. Select the drop down **arrow** to the right of expanded *EOR field* to choose *Baseline* or *Incremental Production*, if applicable.
11. Select **Yes** or **No** to *Lease Operator*.
12. Select **Yes** or **No** to *Liable for Tax*.
13. Enter the *API number* in the *API Nbr, Field* if applicable.
14. Select the **Taxpayer Lookup button** to see the taxpayer list.
15. Select the **Taxpayer Nbr** from the *Taxpayer Lookup Index* and Select **OK**.
16. Select the **Other Party Lookup** button to see the Other Party list.
17. Select the **Other Party** from *Other Party Lookup Index* and select **OK**.
18. Select the drop down **arrow** to the right of *AVG CO Price* and choose the appropriate average price, if applicable. **Note:** For exemption type 11 only.
19. Select the **Save** icon . **Note:** To add a new lease, select the **New** icon . Select the **Lease List** box. The Lease List window will appear. Select the **New** box to setup a new lease.


## IX. How to Prepare a Return

This chapter provides instructions for creating a return for data entry.

1. Select the **Report** icon .
2. Select the **New** icon . The *Header Tab* will open.
3. Select **Original** or **Amended** to select the *Report Type*.
4. Enter the **Period** for which are filing in the Period field. Enter the **period** in YYYY/MM format. For example 2014/10, represents the October 2014 reporting period.
5. Select the drop down **arrow** to the right of the *Filing Type* field and select the type of report.
6. Select the drop down **arrow** to the right of the *Taxpayer Nbr* field and select the **taxpayer number**.
7. Select the **Save** icon  or select the *Add Lease Detail* tab.
8. Go to the chapter *X Entering Lease Data for Natural Gas* or chapter *XI Entering Lease data for Crude Oil*.

## X. How to Enter Lease Data for Natural Gas

This chapter provides instructions for entering lease data for Natural Gas.

1. The *Lease Detail* tab will open.
2. Enter the *Total Lease Volume* (Producer's reports only), *Your Volume*, *Value of Volume*, *Govt. Exempt Volume*, *Exempt Value*, and *Marketing Costs*. **Note:** When creating an amended report the *Net Taxable Value* must be manually entered.
3. Select the **Next** icon to access the next lease.
4. You may select the **Save** icon  at any time to save the report. **Note:** If you need to exit before entering all data make sure to save.
5. You may review your return data by selecting the *Index tab*.
6. You may view all leases entered and available for reporting on the *Active Setups* tab. You will notice that only the leases entered on the report are checked; you will need to select any leases that you want to add to this report. To select one lease, double-click on the lease. To select all of the remaining leases, Select the first unchecked lease, press and hold the **Shift** key, then select the last lease on the list. Select the **Apply Lease Detail** button.


## XI. How to Enter Lease Data for Crude Oil

This chapter covers entering lease information into a return.

1. The *Lease Detail* tab will open.
2. Enter *API Gravity*, *Gross Barrels*, *Gross Value*, *Exempt Barrels*, *Exempt Value* and *Trucking Cost* for that lease. **Note:** When creating an amended report the *Net Taxable Value* must be entered manually.
3. Select the **Next** icon to access the next lease.
4. You may select the **Save** icon at any time to save the report. **Note:** If you need to exit before entering all data make sure to save.
5. You may review your return data by selecting the *Index Tab*.
6. You may view all leases entered and available for reporting on the *Active Setups Tab*. You will notice that only the leases entered on the report are checked; you will need to select any leases that you want to add to this report. To select one lease, double-click the lease. To select all of the remaining leases, Select the first unchecked lease, press and hold the **Shift** key, then select the last lease on the list. Select the **Apply Lease Detail** button.

## XII. How to Add a Lease after a Return has Been Started

If you need to create a new lease setup during the entry of your report use the following instructions.

1. Close the report you are working on. When indicated select to save the report.
2. Refer to chapter VII or VIII to add a new lease.
3. Once completed select the **Return**  icon
4. Double click the report you are preparing.
5. Select the *Active Setups tab*.
6. Double click the new lease.
7. The new lease will appear on the *Lease Detail* tab.

### XIII. How to Enter Payments and Penalties

This chapter provides instructions for entering penalties and payment that you would like to include with the EDI return. The EFT payment date or settlement date is the date on which you want the funds withdrawn from your bank account. To receive your allowance for handling discount, the EFT payment date must be no later than the due date of the report, and the report payment file must be transmitted by 2:30pm (CT) on the business day before the due date. Please refer to the due date chart for EFT payment in the [Texnet Booklet](#).

1. Select the *Summary tab*.
2. Enter *EFT Payment* information in the *Payment Amount*, and *Date* fields. **Note:** If you are not able to enter data in these fields, go to the *Taxpayer Profile* Information screen and add bank information.
3. Enter any previous payments for the period. **Note:** Credits from other periods may be verified by calling the Comptroller's Office for verification.
4. Enter penalty and interest amounts if the report is late and penalty and/or interest are due.
5. Select the **Save** icon.
6. Close the *Report Window*.
7. Continue to *chapter XIV How to Save a Return to Send-Processing a Return*
8. If you are submitting your payment by mail see *chapter XV Printing Report/Payment Coupon*

## XIV. How to Save a Return to Send-Processing a Return

This chapter provides instructions for saving (processing) a return to send to the Comptroller's office. **Warning!** You are not finished until you receive a confirmation email from the Comptroller's office validating your return has been accepted. See chapter *XIII Transmitting a Production File*.

1. From the *Report Index* screen, highlight the file you would like to process and select the **Create EDI File** icon.
2. A notification box will open prompting you to confirm processing the return. Alternations will not be allowed after processing.
  - If everything is correct, select **Yes**. If everything is not correct, select **No**. **Note:** If EFT payment has been entered, you will see a Processing Payment Verification window, showing the payment information. If everything is correct, select **Yes**
  - If you need to change the information, select **No** and return to the *Report Summary* page to make your changes.
3. The *Select EDI File to Create* box will appear, with a highlighted system-generated file. **Note:** You can change the name of the file. The file must remain a *Text Document (.txt)* file type.
4. Select the **Save** icon.
5. The following message will appear: "EDI file saved as"...and the location the file was saved. The location the file is saved is based on your operating system.
  - Windows Vista, Windows 7, and Windows 8 saves in  
C:\ProgramData\TexasCPA\Petro40
6. Select the **OK** button.
7. Continue to chapter *XVIII Transmitting a Production File*. If this is your first time filing a return electronically, please go to *XVII Transmitting a Test File*. **Note:** Once a return is processed it will only be viewable by choosing the **Processed** radio button in the *Data Filter* box.

## XV. How to Print Report/Payment Coupon

If sending your payment by mail, you will need to print the coupon so that the funds may be applied to the correct taxpayer and period. Once you have processed your return you can do the following to print your payment coupon.

1. From the *Report Index* screen, select the **Processed** radio button in the *Data Filter* box on the bottom right of the screen.
2. Select the report you would like to print. The report will highlight in blue.
3. Select the **Report** icon.
4. The *Return Reporting* screen will show your report for review.
5. To print the return, select the **Report** icon.
6. To print the *Payment Coupon*, select the **Print Payment Coupon** icon.

## XVI. How to Enveloping Returns

To combine two or more returns in one file after all returns have been processed:

1. Select the **Processed** radio button from *Data Filter* box to the bottom right of the *Report Index* screen.
2. Highlight all returns you want to envelope by holding down your **Control** key and selecting each file to be enveloped.
3. Select the **Envelope** icon.
4. Select the **Save** button on the *Select Envelope EDI file* box.
5. Select the **OK** button in the *Envelope EDI File Saved As* window. The file name will appear in the *Envelope Filename* column.
6. Continue to chapter *XVIII Transmitting a Production File* or *XVII Transmitting a Test File*.

## XVII. How to Transmit a Test File

This chapter provides instructions for uploading a test file. Detailed instructions for enrolling in EDI are available in the [EDI Registration and Enrollment](#). After processing your return and creating the EDI file follow the instructions below. **Warning!** a Test file does not constitute submission of your return.

1. Select the **Transmit** button. Your browser will open to the *Electronic Data Interchange* website.
2. Select the **Registration** button. **Note:** You must register for *Crude Oil* and *Natural Gas* separately.
3. Select the **Continue** button.
4. Enter data in the following fields:
  - Taxpayer Number
  - Tax Type
  - WebFile Number
  - Contact Last Name
  - Contact First Name
  - Daytime Telephone
  - E-mail Address **Note:** Confirmation emails will be sent to this email address
5. Select the **Continue** button.
6. Enter an alpha-numeric **Personal Identification Number (PIN)** from 8 to 13 characters in length.
7. Re-enter your **PIN** for verification.
8. Enter a *Reminder Phrase*
9. Select the **Continue** button.
10. The *Client Information* screen will appear.
11. Enter data in the following fields for the taxpayer you are submitting a test file for:
  - Taxpayer Number
  - WebFile Number
12. Select the **Add** button
13. Select the **Continue** button. **Note:** If you are testing for more than one account, you must add the additional taxpayer numbers and WebFile numbers. The *Test File Upload* dialogue box will appear.
14. Select the **Browse** button. Navigate to the return that was processed previously. **Note:** The location the file is located is based on your operating system.
  - Windows Vista, Windows 7, and Windows 8 saves in  
C:\ProgramData\TexasCPA\Petro40
15. Select the **Submit** button. **Note:** Submitting a Test file does not update the return to your account. You must upload a Production file for a return to process to your account.
16. Select the **Exit** button. **Note:** You must select the **Exit** button and log back in once you have received the email indicating your Test file has passed status.

## XVIII. How to Transmit a Production File

If you created a test file with production data and have been approved to submit a production report by submitting a test file use the following instructions.

1. Select the **Report** icon to view the *Report Index* window
2. Select the **Processed** radio button in the *Data Filter* box on the bottom right of the screen.
3. Select the **Transmit** icon. Your web browser will open to the Electronic Data Interchange Website.
4. Select the **Login** button.
5. Enter the *Taxpayer Number* and *Personal Identification Number (PIN)*.
6. Select **Crude Oil** or **Natural Gas** tax type. **Note:** You must have a separate account for *Crude Oil* and *Natural Gas*. Each will have its own pin number.
7. Select the **Continue** button.
8. Verify taxpayer information and select **Continue**
9. Select the **Upload Production File** button.
10. Select the **Continue** button.
11. Select the Browse button.
12. Navigate to the return that was processed previously. The location the file is located is based on your operating system:
  - Windows Vista, Windows 7, and Windows 8 saves in  
C:\ProgramData\TexasCPA\Petro40
13. Select the **Open** button.
14. Select the **Submit** button.
15. A confirmation number will appear on the screen. An email will be sent with details of Pass/Fail status of your file upload:
  - Pass – No action required
  - Fail – Read the attachment, correct errors and resubmit file.
16. Once you have received a passed file, enter the confirmation number in the software, Select the **Report** icon; select the *Processed Data Filter*; and enter the confirmation number next to the appropriate report in the *Confirmation Number* column.
17. Select the **Save** icon.

Texas Comptroller of Public Accounts  
Electronic Reporting Section

[http://www.comptroller.texas.gov/taxinfo/etf/etfs\\_ngco.html](http://www.comptroller.texas.gov/taxinfo/etf/etfs_ngco.html)

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